

FLORIDA HIGHWAY PATROL

POLICY MANUAL



SUBJECT

TRAFFIC STOP DATA COLLECTION

POLICY NUMBER

13.06

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APPLICABLE CALEA STANDARDS

13.06.01 PURPOSE

To provide instruction for the recording and compilation of data related to traffic stops conducted by members.

13.06.02 POLICY

It is the policy of the Florida Highway Patrol to initiate and conduct traffic stops based upon reasonable cause and in accordance with relevant constitutional and statutory provisions. To this end, FHP will compile data on traffic stops conducted by its members.

13.06.03 RESPONSIBILITIES

- A. Each member is responsible for recording information from every traffic stop that they initiate on the Traffic Stop Data Report (TSDR) function of Smartcop. For the purpose of this policy, when a member makes a traffic stop at the direction of another member or law enforcement officer, the member making the stop is considered to have initiated the traffic stop. Enforcement action taken as a result of a traffic crash investigation, DUI/DL/Equipment checkpoint or disabled vehicle is not to be recorded on the Traffic Stop Data Report (TSDR).
- B. Supervisors are responsible for reviewing Traffic Stop Data Report (TSDR) records submitted by subordinates to ensure that information from traffic stops is being properly recorded.
- C. The Bureau of Program Planning is responsible for compiling traffic stop information and producing reports as required or requested by FHP Management.

13.06.04 PROCEDURES

- A. Members are to record and transmit every traffic stop that they initiate through the Traffic Stop Data Report (TSDR) function of Smartcop. All Traffic Stop Data Reports (TSDR) must be completed on the computer utilizing the installed Mobile software. TSDR data is to be transmitted to

the server daily prior to the end of the member's shift.

- B. Information entered is to be based upon the observations of the member. It is not required that members question persons stopped solely for the purpose of completing the electronic form.
- C. The Bureau of Program Planning will maintain the Traffic Stop Data Report (TSDR) database to generate statistical reports as required or requested by FHP Management.